

Town of Exeter
Exeter NH 03833

NOTICE OF VACANCY

Date of Notice: March 9, 2016

Position: **RECORDING SECRETARY (Part Time)**

Pay Range: \$14.00/ Hour

Closing date: Open until filled

Anticipated Start: ASAP

Requirements/Qualifications: The Town of Exeter seeks a Part Time Recording Secretary. The position is responsible for attending various board, committee, and commission meetings as assigned. Successful candidate must be able to take notes and transcribe the minutes of the meeting effectively for timely submission. Transcription of the minutes can be done at home and submitted electronically. Must be proficient with Microsoft Word.

Send letter of interest and Town application to:

Human Resources
Town of Exeter
10 Front St
Exeter NH 03833

Email: dcisewski@exeternh.gov.

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